

**Town of Stephens City Planning Commission  
Minutes  
Tuesday, June 8, 2010 (7:30p.m.)**

The Town of Stephens City Planning Commission held a meeting scheduled, on Tuesday, June 8, 2010 at 7:30 p.m.

**Attendees:**

Chairman, Linden “Butch” Fravel  
Commissioner Martha Dilg (Vice- Chair)  
Commissioner Bob Wells  
Commissioner Susan Boyd  
Commissioner Joe Grayson  
Commissioner Bill Copp

**Absent:**

Commissioner Jesse Fox

**Staff Present:**

Brian Henshaw, Town Planner

**Also Present:**

**Call to Order:**

With a quorum present Chairman Fravel called the meeting to order at 7:30pm.

Chairman Fravel entertained a motion for approval of the minutes from April 27, 2010. Commissioner Copp made a motion to approve the minutes. Commissioner Dilg seconded the motion. The motion was approved.

Chairman Fravel entertained a motion for the adoption of the agenda. Commissioner Boyd made a motion to adopt the agenda. Commissioner Grayson seconded the motion. The agenda was adopted.

**Public Hearing:**

***Subdivision Ordinance:***

Mr. Henshaw briefly presented the Draft Subdivision Ordinance.

Chairman Fravel opened the public hearing at 7:35pm. Hearing no public comments, Chairman Fravel closed the public hearing.

**Action Items:**

***Subdivision Ordinance:***

Chairman Fravel stated that we have been working on the Ordinance for over a year and felt confident that we had accomplished our goals in the rewrite. Chairman Fravel opened the floor for a motion.

Commissioner Boyd made a motion to recommend approval of the Draft Subdivision Ordinance to the Town Council.

Commissioner Copp seconded the motion.

The motion passed.

### **Discussion:**

#### ***Comprehensive Plan Review:***

The Planning Commissioners briefly reviewed the first two chapters of the Comprehensive. Town Planner, Brian Henshaw mentioned a few additions and corrections.

Commissioners agreed to review the next three chapters prior to the next scheduled meeting.

#### ***Update from the Next Growth Cycle Workshop:***

Commissioner Boyd and Dilg briefly updated the Commissioners on the workshop they attended in Staunton on May 25<sup>th</sup>.

#### ***Special Announcement and Recognition:***

Mr. Henshaw announced to the Planning Commission that Commissioner Jesse Fox had resigned his position due to taking a job in North Carolina. Mr. Henshaw stated that he regretted losing Commissioner Fox and that he had written a letter of recommendation for Mr. Fox to continue volunteering in public service in North Carolina.

Chairman Fravel also took the opportunity to recognize Commissioners Dilg and Grayson on their service and time given to the Planning Commission. Both Commissioners are stepping down from the Planning Commission to positions on the Town Council. Chairman Fravel recognized that some of our best Council members have come from the Planning Commission and wished both Commissioner Dilg and Commissioner Grayson the best in their future endeavor.

#### ***Appointment to the Historic Preservation Commission (HPC):***

Mr. Henshaw stated that since Commissioner Fox was stepping down from the Planning Commission the Planning Commission would need to appoint another member to the HPC. After a brief discussion Commissioner Copp nominated Commissioner Boyd to the HPC. Commissioner Wells seconded the motion. Commissioner Boyd accepted the appointment.

The motion passed.

### **Citizen Comment Period:**

There was no citizen's comment.

Hearing no comments, Chairman Fravel entertained a motion to adjourn.

Commissioner Copp made a motion to adjourn. Commissioner Wells seconded the motion. Chairman Fravel adjourned the meeting at 7:52 pm